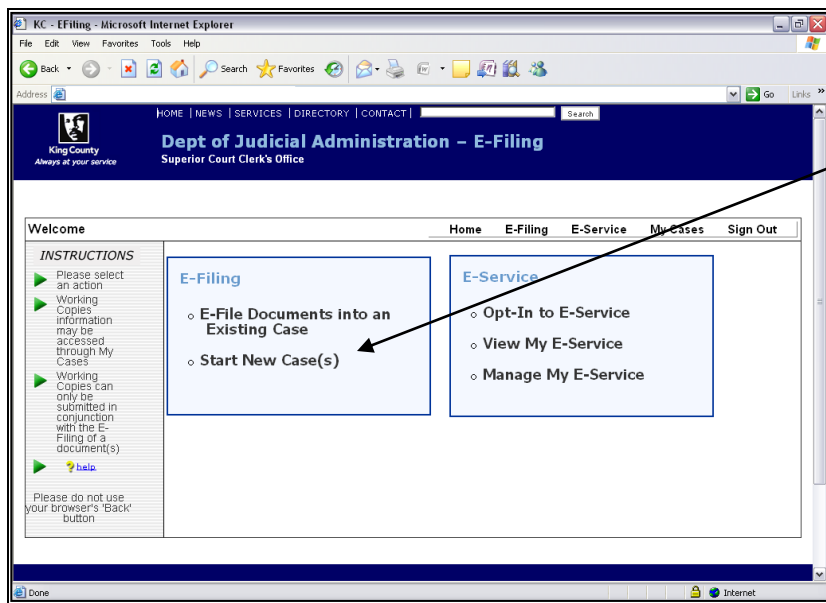


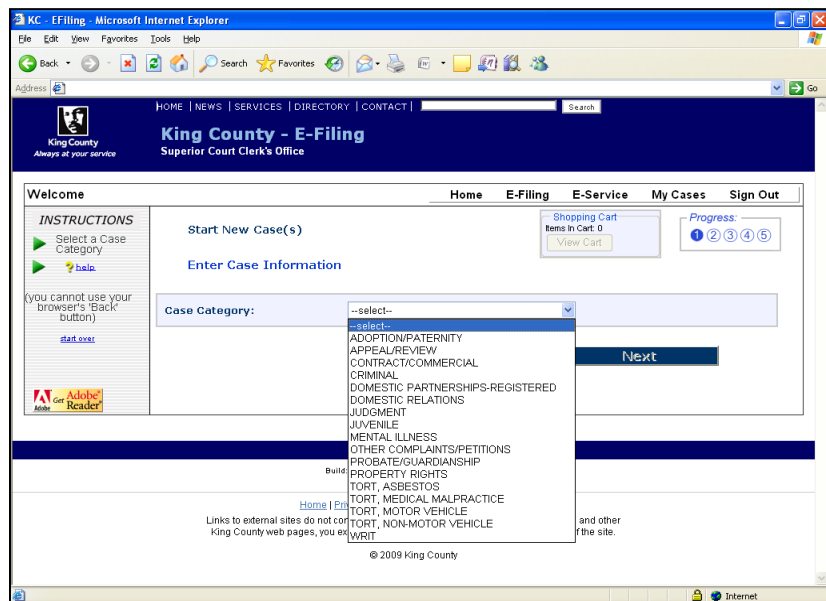
How to Electronically Initiate a New Superior Court Case

Prior to e-filing a new King County Superior Court case, you will need to save your documents into a PDF or TIF format. For new cases, a Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if a managed case) will be automatically generated based on the information you enter and provided to you at the end of the filing process. Filing fees must be paid using the King County E-Commerce application via a credit card or internet check. An e-commerce transaction fee of \$2.49 for credit cards or \$1.49 for internet checks will be included. For additional information, please see the [‘E-Filing Application Tips’](#) tutorial.



Choose the E-Filing Process

- From the ‘Home’ page, choose ‘Start New Case(s)’



Choose Case Category

- Click the down arrow in the ‘Case Category’ field and choose the main category of the case

How to Electronically Initiate a New Superior Court Case



King County - E-Filing
Superior Court Clerk's Office

Welcome

Start New Case(s)

Enter Case Information

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: --select--

Case Designation: --select--

Case Title:

Cancel Next

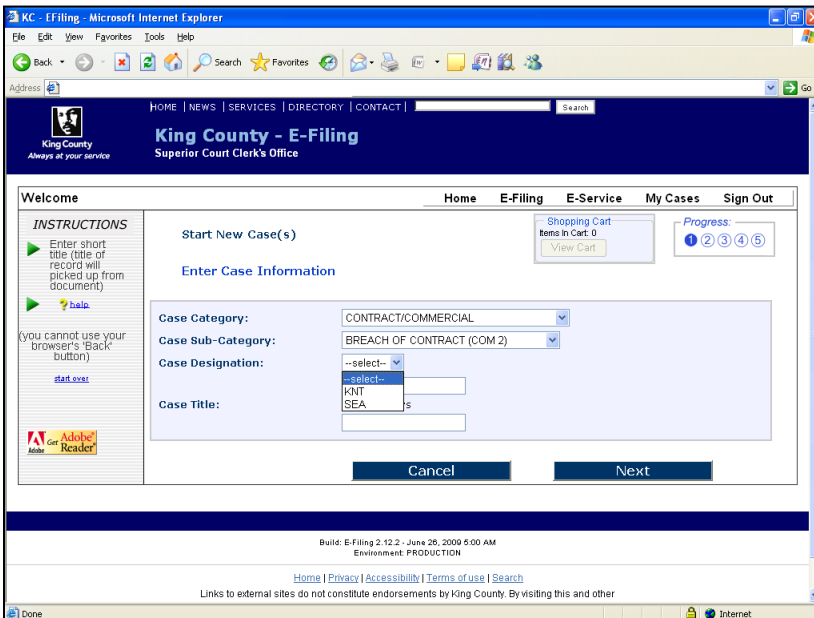
Build: E-Filing 2.12.2 - June 26, 2009 5:00 AM
Environment: PRODUCTION

[Home](#) | [Privacy](#) | [Accessibility](#) | [Terms of use](#) | [Search](#)

Links to external sites do not constitute endorsements by King County. By visiting this and other

Choose Case Sub-Category

- Click the down arrow in the 'Case Sub-Category' field and choose the appropriate sub-category. (NOTE: The sub-categories displayed will relate directly to the "main category" previously chosen)



King County - E-Filing
Superior Court Clerk's Office

Welcome

Start New Case(s)

Enter Case Information

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: BREACH OF CONTRACT (COM 2)

Case Designation: --select--

Case Title:

Cancel Next

Build: E-Filing 2.12.2 - June 26, 2009 5:00 AM
Environment: PRODUCTION

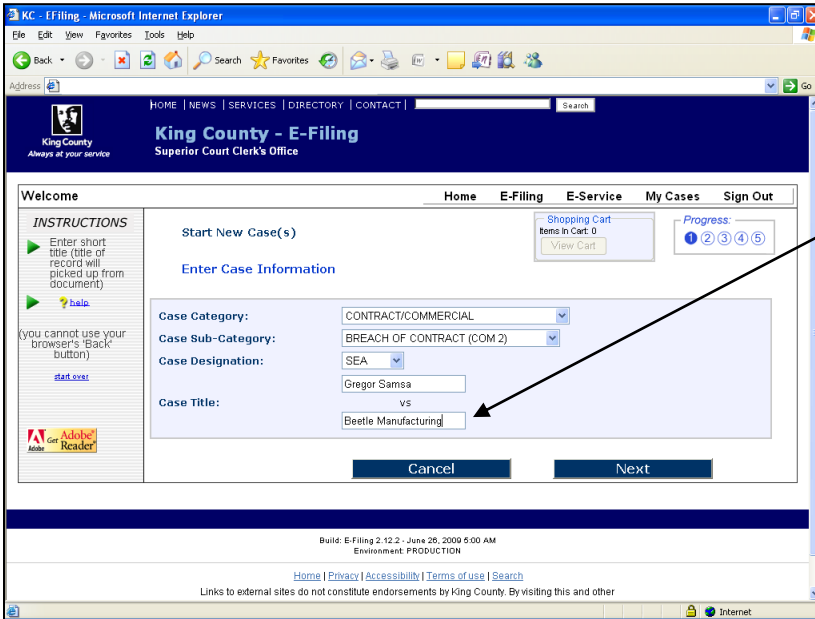
[Home](#) | [Privacy](#) | [Accessibility](#) | [Terms of use](#) | [Search](#)

Links to external sites do not constitute endorsements by King County. By visiting this and other

Choose Case Assignment Designation

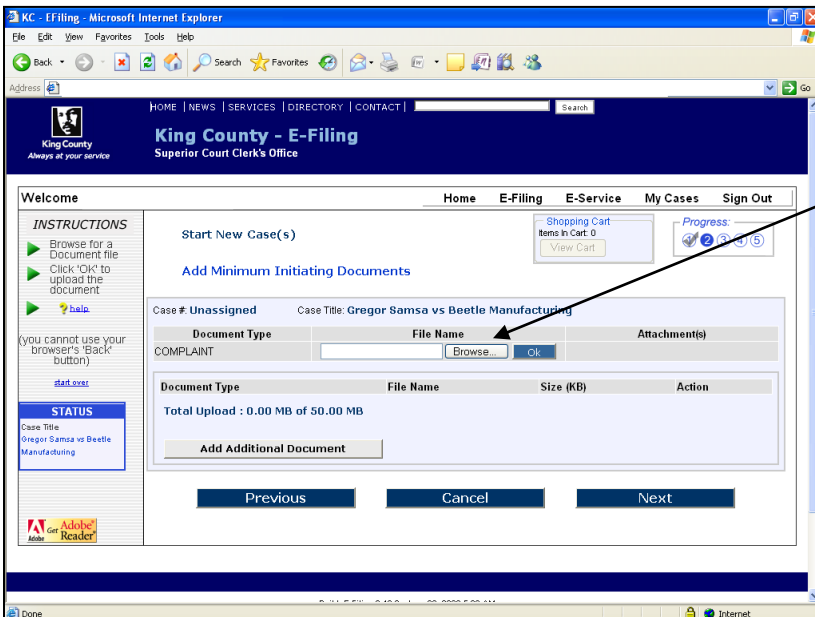
- Click the down arrow in the 'Case Designation' field and choose either 'KNT' for Kent or 'SEA' for a Seattle case assignment designation

How to Electronically Initiate a New Superior Court Case



Enter Case Title

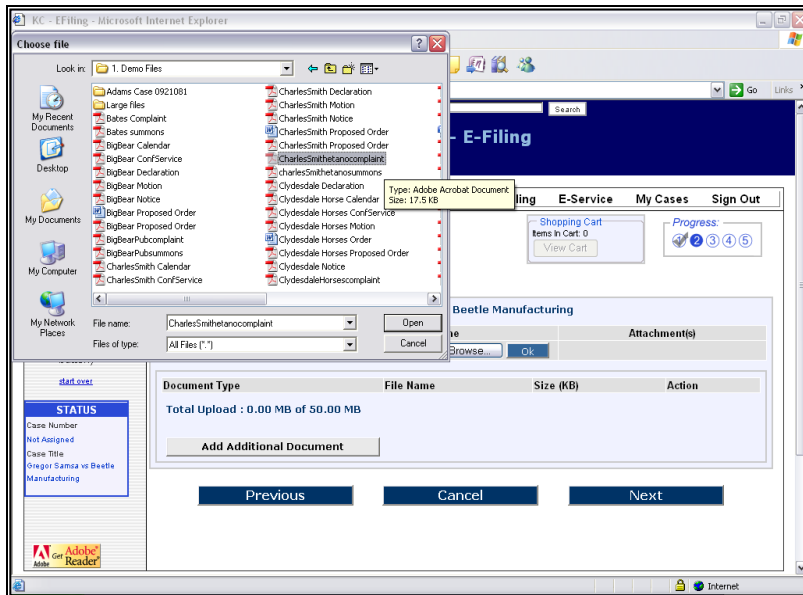
- Enter an abbreviated '**Case Title**' in the fields provided, only use the second field if the case involves adverse parties (NOTE: The clerk will record the official case title based on your complaint/petition)
- Click '**Next**'



Locate Required Case Initiating Documents

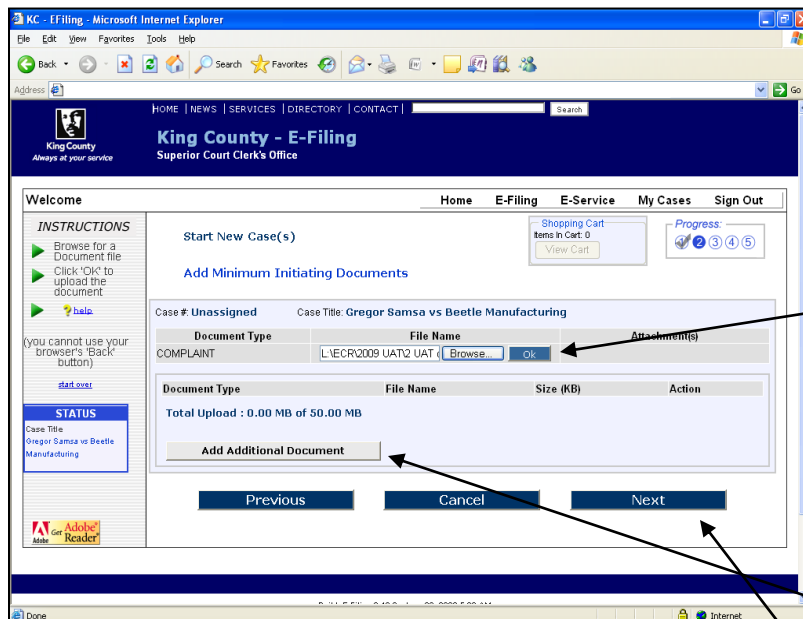
- Click '**Browse**' to open a '**Choose File**' window on your computer, which will enable you to upload your document(s)

How to Electronically Initiate a New Superior Court Case



Choose Document

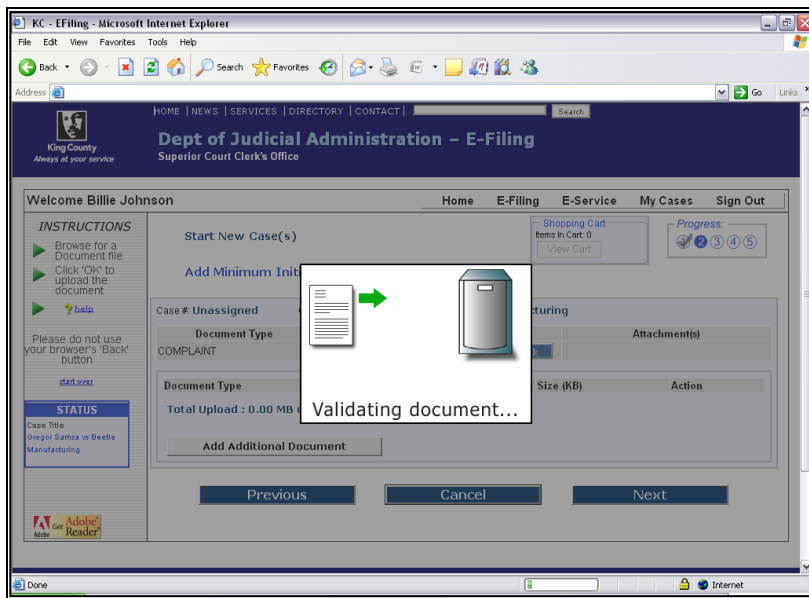
- Browse your computer or network drive to locate the document you wish to file (NOTE: For file format conversion instructions, please see the [‘E-Filing Application Tips’](#) tutorial)
- After choosing a document, click **‘Open’**



Upload Document

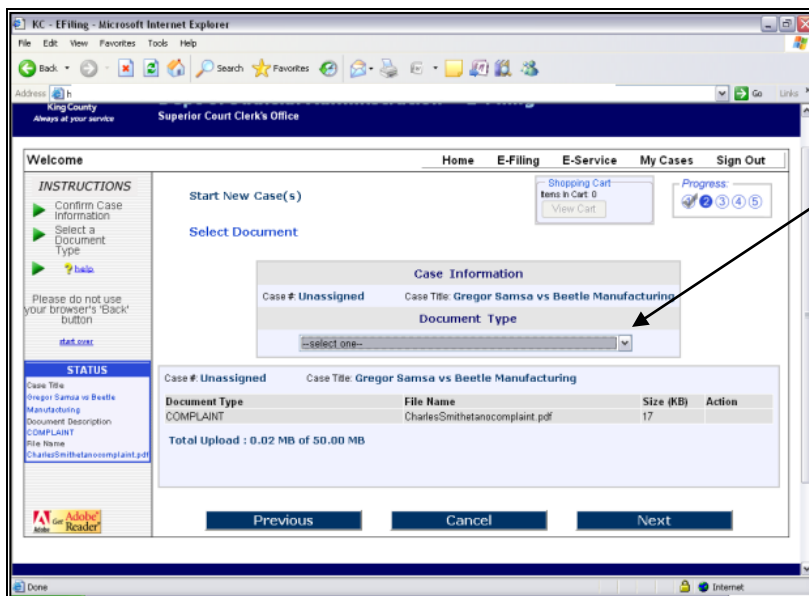
- The chosen document file name and location will display in the **‘Document File Name:’** field
- If you have an attachment(s) for this document click **‘OK’** and complete the locate and choose document upload process noted above (NOTE: For additional information about attachments, please see the [‘E-Filing Application Tips’](#) tutorial)
- If you have an additional document(s) to file in this case click **‘Add Additional Document’**
- If you do not have attachments or additional documents to file, click **‘Next’**

How to Electronically Initiate a New Superior Court Case



Document Validation

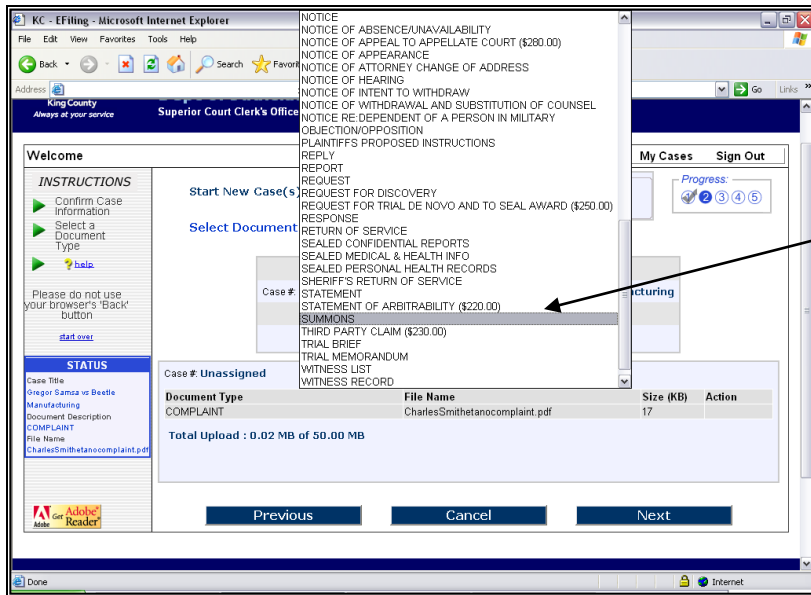
- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the [‘E-Filing Application Tips’](#) tutorial)



Add Additional Document

- Click the down arrow to display a list of descriptive document names referred to as the **‘Document Type’**

How to Electronically Initiate a New Superior Court Case



INSTRUCTIONS

- Confirm Case Information
- Select a Document Type
- base

Please do not use your browser's 'Back' button

STATUS

Case Title: Gregor Samsa vs Beetle Manufacturing
Document Description: COMPLAINT
File Name: CharlesSmithetancomplaint.pdf

Start New Case(s)

Select Document

Case # Unassigned

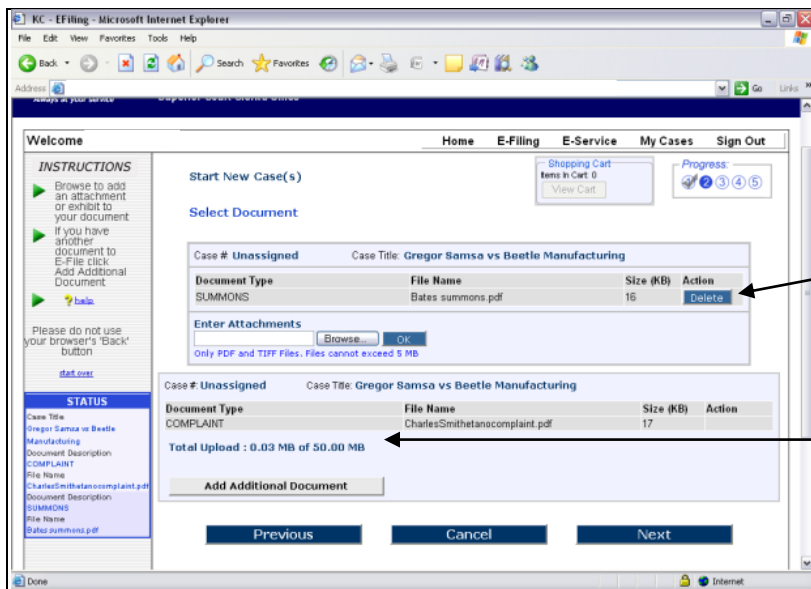
Document Type	File Name	Size (KB)	Action
COMPLAINT	CharlesSmithetancomplaint.pdf	17	

Total Upload : 0.02 MB of 50.00 MB

Previous Cancel Next

Add Additional Document - Continued

- Using the scroll bar to view the complete list, choose the document type from the drop down menu that most closely describes your document
- If you do not see the type of document you are filing listed, choose **'OTHER'** (NOTE: Unsigned orders cannot be filed with the clerk)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document



INSTRUCTIONS

- Browse to add an attachment or exhibit to your document
- If you have another document to E-File click Add Additional Document
- base

Please do not use your browser's 'Back' button

STATUS

Case Title: Gregor Samsa vs Beetle Manufacturing
Document Description: COMPLAINT
File Name: CharlesSmithetancomplaint.pdf

Start New Case(s)

Select Document

Case # Unassigned Case Title: Gregor Samsa vs Beetle Manufacturing

Document Type	File Name	Size (KB)	Action
SUMMONS	Bates summons.pdf	16	Delete

Enter Attachments

Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Case # Unassigned Case Title: Gregor Samsa vs Beetle Manufacturing

Document Type	File Name	Size (KB)	Action
COMPLAINT	CharlesSmithetancomplaint.pdf	17	

Total Upload : 0.03 MB of 50.00 MB

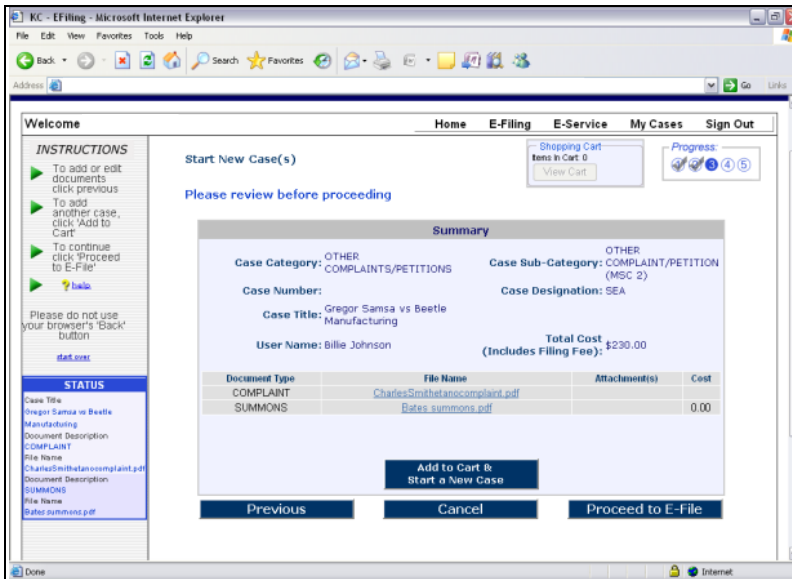
Add Additional Document

Previous Cancel Next

- Continue with the locate and choose document upload process noted above
- If you have accidentally uploaded the incorrect document, you may **'Delete'** the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit

How to Electronically Initiate a New Superior Court Case

Submission Summary



Summary

Case Category: OTHER COMPLAINTS/PETITIONS Case Sub-Category: OTHER COMPLAINT/PETITION (MSC 2)
Case Number: Gregor Samsa vs Beetle Case Designation: SEA
Case Title: Manufacturing
User Name: Billie Johnson Total Cost (Includes Filing Fee): \$230.00

Document Type	File Name	Attachment(s)	Cost
COMPLAINT	CharlesSmithetancomplaint.pdf		
SUMMONS	Rates summons.pdf		0.00

Buttons: Previous, Cancel, Proceed to E-File, Add to Cart & Start a New Case

- A **'Summary'** of the new case information and documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission, click **'Previous'** to return to the document upload page where documents may be added or deleted
- If you would like to initiate another new case(s), click **'Add to Cart & Start New Case'**
- If you are ready to e-file, click **'Proceed to E-File'**



Final Review

Checkout

Case Number	Case Title	Filing Cost	Delete
	mom vs dad	250.00	Remove
	Gregor Samsa vs Beetle Manufacturing	230.00	Remove

Total Filing Cost: 480.00
(not including Transaction Fee)

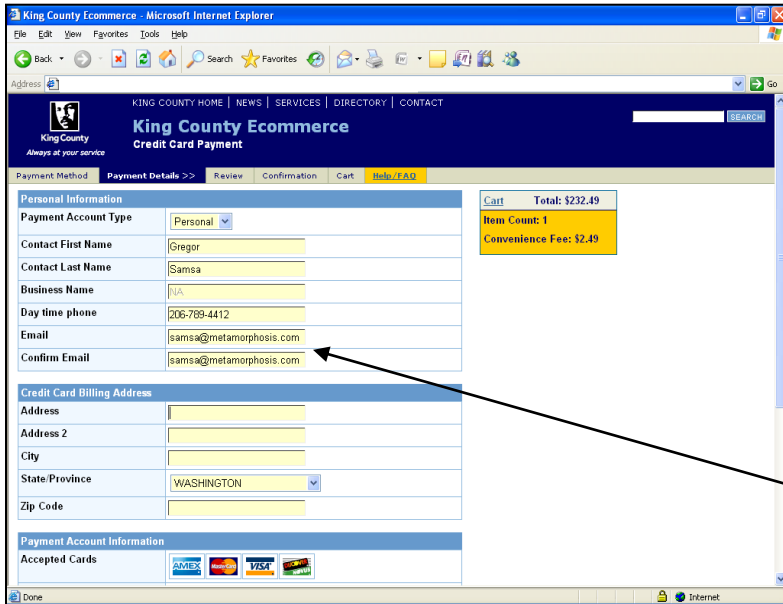
☐ Payment Voucher

Buttons: Previous, Cancel, Pay and E-File Now, Start Another New Case

Final Review

- If you are submitting multiple new cases, the **'Final Review'** page allows you to verify all are ready for e-filing
- Click **'Remove'** to take an item out of your shopping cart. You may return to the item later through the **'My Cases > In Progress'** tab
- To e-file, click **'Pay and E-File Now'**

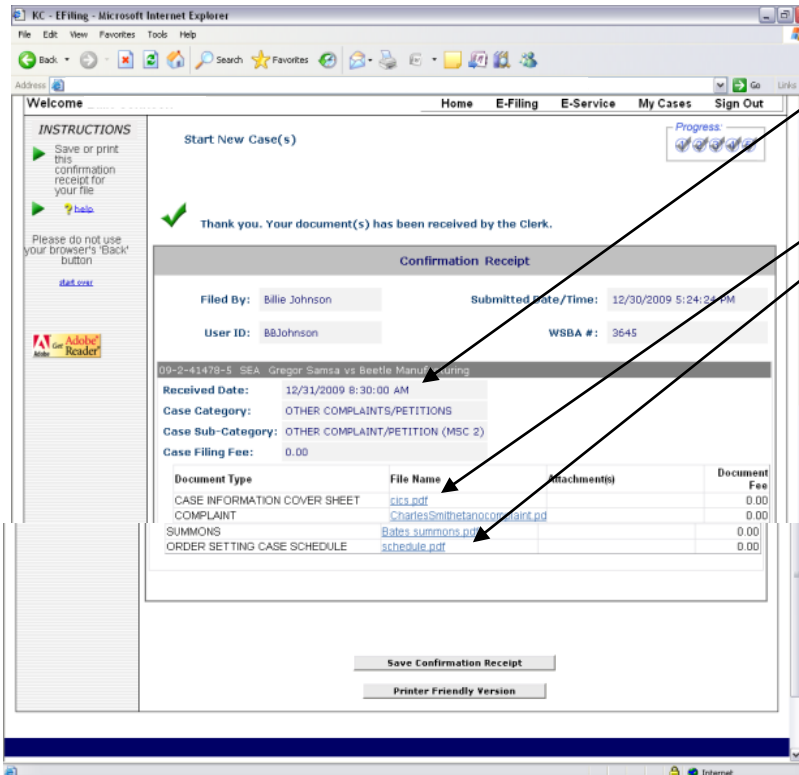
How to Electronically Initiate a New Superior Court Case



Payment E-Commerce

- You will be redirected to the King County 'E-Commerce' website to pay the required filing fee(s) via credit card or internet check
- A transaction fee of \$2.49 for credit cards or \$1.49 for internet checks will be added to the total amount paid
- A payment confirmation e-mail will be sent to the e-mail address entered once the e-commerce application has successfully processed your payment

Confirmation Receipt



- The 'Confirmation Receipt' identifies the date and time that the clerk's office received your documents, as well as other pertinent case information
- A Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if case is a managed case) will be automatically generated. To view and/or save these documents click the hyperlinked file name.
- To save a copy of the confirmation receipt, click either the 'Save Confirmation Receipt' or 'Printer Friendly Version'
- A hyperlink back to the Confirmation Receipt, as well as to the documents listed therein, will be available for 30 days from the date of filing via the 'My Cases >Status' tab